

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
BUDGET RETREAT
FEBRUARY 27, 2007
8:00 A.M.**

The Brunswick County Board of Commissioners held the FY 2007-2008 Annual Budget Retreat on the above date at 8:00 a.m. at Magnolia Greens Clubroom, Leland, North Carolina.

PRESENT: Commissioner David Sandifer, Chairman
Commissioner William Sue, Vice-Chairman
Commissioner May Moore
Commissioner Tom B. Rabon, Sr.
Commissioner Phil Norris

STAFF: Marty K. Lawing, County Manager
Steve Stone, Assistant County Manager
Huey Marshall, County Attorney
Debby Gore, Clerk to the Board
Ann Hardy, Fiscal Operations Director
Andrea White, Administrative Assistant

I. CALL TO ORDER

Chairman Sandifer called the meeting to order at 8:00 a.m.

All corresponding material contained in the Board Retreat packet and all handouts during the Board Retreat are incorporated into the Minutes.

Marty Lawing, County Manager and Fred Morris, Code Enforcement Administrator reviewed and discussed Goals and Objectives for the County Administration Office and Code Enforcement.

The Fiscal Operations Director updated and reviewed the Major Accomplishments of the Finance Department, presented the Budget Worksheets and Instructions for Fiscal Year 2007-2008, Budget Calendar and the proposed changes to the County Budget Policy.

Vice-Chairman Sue moved to approve the Budget Instructions Letter, Budget Calendar and the recommended changes to the Budget Policy and set the Budget Workshops for May 21-25, 2007. The vote of approval was unanimous.

The Fiscal Operations Director discussed proposed changes to the Investment and Portfolio Policies.

Commissioner Rabon moved to approve the recommended changes to the Investment and Portfolio Policies and Guidelines. The vote of approval was unanimous.

The County Attorney, Clerk to the Board, Library Director, and Chief Building Inspector reviewed and discussed Goals and Objectives for their departments.

The Planning Director reviewed and discussed Goals and Objectives for the Planning Department and Beverly Coleman reviewed Goals and Objectives for the Central Permitting Department.

1. Planning – Brunswick County Future Land Use Map (Leslie Bell)

Leslie Bell, Planning Director explained that Staff requests that the Board approve First Reading and set a Joint Public Hearing with the Brunswick County Planning Board on April 2, 2007 at 6:30 p.m. for the proposed Future Land Use Map.

Leslie Bell, Planning Director explained that in conjunction with the proposed Unified Development Ordinance (UDO) and revised Official Zoning Map of Brunswick County, request adoption of the Future Land Use Map for Brunswick County as part of the Brunswick County CAMA Land Use Plan (Land Use Plan). The Land Use Plan will be forthcoming following responses to State comments at which time the Future Land Use Map will be included as part of the Brunswick CAMA Land Use Plan.

Mr. Bell asked to add this items on the March 1, 2007 Agenda. It was consensus of the Board to take action at this time.

Commissioner Moore moved to approve First Reading and Set a Joint Public Hearing with the Brunswick County Planning Board for April 2, 2007 at 6:30 p.m. to solicit input on the proposed Brunswick County Future Land Use Map. The vote of approval was unanimous.

2. **Planning – Brunswick County Official Zoning Map Revision**

2. The Planning Director explained that Staff request that the Board approve First Reading and set a Joint Public Hearing with the Brunswick County Planning Board on April 2, 2007 at 6:30 p.m. for the proposed Brunswick County Official Zoning Map.

Leslie Bell, Planning Director explained that in conjunction with the proposed Unified Development Ordinance (UDO) which includes the provision of new and revised zoning districts and Future Land Use Map, Staff requests that the Official Zoning Map of Brunswick County (Unincorporated and the Town of St. James) be adopted accordingly.
The proposed and existing Zoning Districts include the following:

Existing	Proposed
Commercial Low Density (C-LD)	C-LD
Commercial Manufacturing (C-M)	Commercial-Intensive (C-I)
Heavy Manufacturing (H-M)	Industrial-General (I-G)
Military Installation (MI)	MI
Multi-Family Residential (MR-3200)	MR-3200
Neighborhood Commercial (NC)	NC
Medium Density Residential (R-6000)	R-6000
Low Density Residential (R-7500)	R-7500
Rural (RU)	Rural Residential (RR)
Site Built Residential (SBR-6000)	SBR-6000
Economic Development Overlay	Economic Development Overlay
	Conservation & Protection (CP)
	Corridor Development Standards (CDS-1 and CDS-2)

Other Overlays include Viewshed Protection, Transitional Office, Airport Height Control (existing), Water Quality Protection (existing), and Voluntary Agricultural District Preservation program.

Mr. Bell asked to add this items on the March 1, 2007 Agenda. It was consensus of the Board to take action at this time.

Commissioner Moore moved to approve First Reading and set a Joint Public Hearing with the Brunswick County Planning Board on April 2, 2007 at 6:30 p.m. to solicit input on the proposed Brunswick County Official Zoning Map. The vote of approval was unanimous.

The County Manager and the Fiscal Operations Director reviewed General Fund Existing Debt-New Bond Projects.

Sheriff Ronald Hewett and Chief Deputy Tony Cummings reviewed and discussed Goals and Objectives for the Sheriff’s Department.

Steve Randone, MIS/GIS Director and Mike Read, Contract Programmer reviewed and discussed Goals and Objectives for the MIS/GIS departments and Mr. Read presented a new program to aid utility workers in the field to process and download their documents.

Jamie Orrock, Department of Social Services Director reviewed and discussed Goals and Objective for the Social Services Department. The Board directed Mr. Orrock to discuss space needs with the County Manager.

12:15 p.m. – 1:00 p.m. LUNCH

The County Manager updated the Board regarding the Whistler Group who wants to transfer sewer lines to the county by July 1, 2007. The Board directed the County Manager and the Utility Director to develop a proposal and present to the Board at a later time.

The County Manager updated the Board regarding the County taking over the Town of Boiling Spring Lakes water system. There was a brief discussion and the Board instructed the County Manager and the Utility Director to pursue this further and bring recommendations back to the Board and to offer the same agreement as with the Towns of Carolina Shores and the Town of Calabash.

Vonnie Fulwood reviewed and discussed Goals and Objectives of the Public Housing Department.

Fred Michael, David Stanley and Bob Campbell reviewed and discussed Goals and Objectives of the Health Department. There was discussion regarding Interlocal Agreements with Municipalities for Animal Control. The Board directed Mr. Stanley to consult with the County Attorney and present a draft Agreement to the Board with estimated costs.

Greg Bellamy, Board of Elections Director reviewed and discussed Goals and Objectives for the Board of Elections Department.

Al Hight, Cooperative Extension Director reviewed and discussed Goals and Objectives for Cooperative Extension.

Anita Hartsell, Veterans Service Officer reviewed and discussed Goals and Objectives for Veterans Services.

Ann Hardy, Fiscal Operations Director reviewed General Fund Revenue Projections.

Brad Babson, Cafeteria Director reviewed and discussed Goals and Objectives for the Cafeteria. The County Manager was directed to obtain an estimate from the Architect regarding an addition to the Cafeteria.

Robert Robinson, Register of Deeds reviewed and discussed Goals and Objectives for the Register of Deeds Department.

Mamie Caison, Soil and Water Director reviewed and discussed Goals and Objectives for the Soil and Water Department.

Shirley Kotlarz, Mary Earp and Jim Russell, BSRI Director reviewed Goals and Objectives for the Brunswick Senior Resources Inc. Department. Mr. Russell presented pictures of various Senior Citizen Centers to the Board to present to legislators in Washington at the upcoming Legislative Conference.

Art Costantini and Vicki Steele reviewed the status of the Southeastern Mental Health Department.

II. OTHER BUSINESS/INFORMAL DISCUSSION

The County Attorney discussed the .211 acres located on Oak Island (previously a pump station) owned by the County. The Attorney informed that the pump house had been removed and the open pit was filled. The Board directed the County Attorney to place the property for sale upon appropriate conditions.

III. ADJOURNMENT

5:16 p.m. Vice-Chairman Sue moved to recess the meeting until February 28, 2007 at 8:00 a.m. The vote of approval was unanimous.

David R. Sandifer, Chairman

Deborah (Debby) Gore, Clerk to the Board

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
BOARD RETREAT
FEBRUARY 28, 2007
8:00 A.M.**

The Brunswick County Board of Commissioners held the FY 2007-2008 Annual Budget Retreat on above date at 8:00 a.m., at Magnolia Greens Clubroom, Leland, North Carolina.

PRESENT: Commissioner David Sandifer, Chairman
Commissioner William Sue, Vice-Chairman
Commissioner May Moore
Commissioner Tom B. Rabon, Sr.
Commissioner Phil Norris

STAFF: Marty K. Lawing, County Manager
Steve Stone, Assistant County Manager
Huey Marshall, County Attorney
Jana Berg, Assistant County Attorney
Debby Gore, Clerk to the Board
Ann Hardy, Fiscal Operations Director

I. CALL TO ORDER

Chairman Sandifer called the meeting to order at 8:00 a.m.

All corresponding material contained in the Board Retreat packet and all handouts during the Board Retreat are incorporated into the Minutes.

Darry Somersett and Stephanie Lewis reviewed and discussed Goals and Objectives for the Operation Services Department that included the Service Center and Solid Waste Departments.

George Page, Parks and Recreation Director reviewed and discussed Goals and Objectives for the Parks and Recreation Department. There was discussion regarding Capital Outlay Requests and the possibility of a Multi-use Facility at County Parks to include Senior Centers. The Board directed Staff to see if State Funds were available for the Multi-use Facilities.

There was discussion regarding Planning and Design Services for the new Ocean Isle Beach Park and the expansion of Waccamaw and Brunswick River Parks. Mr. Page informed that Haden Stanziale was the lowest bid at \$41,000. The Board directed Staff to negotiate with Haden Stanziale to increase the Scope of Services.

There was discussion regarding a request to transfer \$331,600 from the Capital Improvement Fund to Parks and Recreation Capital Outlay line items for the four new scoreboards needed at Northwest Park, a 29 passenger bus, new office/storage building, resurface courts at Northwest, Navassa and Town Creek Parks.

Vice-Chairman Sue moved to direct Staff to negotiate with Haden Stanziale to increase the scope of services for the new Ocean Isle Beach Park and the expansion of Waccamaw and Brunswick River Park. The vote of approval was unanimous.

Steve Johnson, Economic Development Director reviewed and discussed Goals and Objectives for the Economic Development Department. There was discussion regarding possible Clean Water Management Funds to aid in the preservation of waterfronts.

Ken Perry, Revenue Collector reviewed and discussed Goals and Objectives for the Revenue Department.

Tom Bagby, Tax Administrator reviewed and discussed the Goals and Objectives for the Tax Department and reviewed the 2007 Tax Revaluation.

Jerry Pierce, Utilities Director reviewed and discussed Goals and Objectives for the Utilities Department and the Water and Treatment Plants.

There was discussion regarding Capital Recovery Fees. Mr. Pierce explained that meetings with wholesale customers seemed positive and that the Cost of Service Study Draft would be presented later today.

Mr. Pierce discussed a Regional Pump Station Location Study. It was consensus that the Request for Proposals (RFP) should be sent out as soon as possible in order to have a contract ready by the beginning of Fiscal Year 2007-2008.

Vice-Chairman Sue moved to authorize the Utilities Director to send out Requests for Proposals for the Regional Pump Station Location Study. The vote of approval was unanimous.

John Nichols, Assistant Utility Director, Ronald Moore and Steve Lastala reviewed and discussed Wastewater and Water Distribution Goals.

12:30 p.m. – 1:00 p.m. LUNCH

Jerry Pierce, Utilities Director continued to discuss the Utility Capital Improvement Plan, the possibility of a County Reservoir location in the future and possible funding sources.

Ann Hardy, Fiscal Operations Director reviewed current projects and their funding sources.

Commissioner Moore moved to put an additional \$2 million for 2008 subdivision projects and list Longwood Road Waterline Extension as a project contingent upon grant money.

The County Manager and the Utilities Director reviewed the Priority List, Summary of Sources and Uses and a Raftelis Financial Consultant gave a Power Point Presentation of the Water and Sewer Rate Study.

Randy Thompson, Tom Rogers, Brian Watts, Scott Garner and Jayne Mathews reviewed and discussed the EMS and Volunteer Center Goals and Objectives.

There was discussion regarding Fire Fee Proposals.

Kim Layne and Tony Boling reviewed and discussed Goals and Objectives for the Criminal Justice Partnership Program.

II. ADJOURNMENT

5:17 p.m. Vice-Chairman Sue moved to recess the meeting until March 1, 2007 at 8:00 a.m. The vote of approval was unanimous.

David R. Sandifer, Chairman

Deborah (Debby) Gore, Clerk to the Board

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
BOARD RETREAT
MARCH 1, 2007
6:30 P.M.**

The Brunswick County Board of Commissioners held the FY 2007-2008 Annual Budget Retreat on the above date at 8:00 a.m., Magnolia Greens Clubroom, Leland, North Carolina.

PRESENT: Commissioner David Sandifer, Chairman
Commissioner William Sue, Vice-Chairman
Commissioner May Moore
Commissioner Tom B. Rabon, Sr.
Commissioner Phil Norris

STAFF: Marty K. Lawing, County Manager
Steve Stone, Assistant County Manager
Huey Marshall, County Attorney
Jana Berg, Assistant County Attorney
Debby Gore, Clerk to the Board
Ann Hardy, Fiscal Operations Director
Andrea White, Administrative Assistant

I. CALL TO ORDER

Chairman Sandifer called the meeting to order at 8:00 a.m.

All corresponding material contained in the Board Retreat packet and all handouts during the Board Retreat are incorporated into the Minutes.

Vice-Chairman Sue moved to amend the agenda to allow the Planning Director to present the Draft Unified Development Ordinance. The vote of approval was unanimous.

Commissioner Norris moved to have discussion regarding adding an alternate member to the Planning Board to vote only in the absence or recusal of another Planning Board member. The vote of approval was unanimous.

The Board of Commissioners set the following Major Goals for FY 2007/2008:

1. Bi-annual meetings with legislative delegation
 - a. Include depts.
 - b. Inform open lines of communication) prior to session, prior to budget adoption
2. Courthouse art
 - a. Include art council
 - b. Depict county
 - i. shrimp boats
 - ii. golf
 - iii. farming
 - iv. industry
 - v. mural
3. Affordable/Low cost housing
 - a. Accommodate low income development
 - b. Zoning incentive
 - c. Financing-banks
 - d. Ownership as well as rental
4. Senior Centers
 - a. Partnership with Parks & Recreation
 - b. Establish committee to coordinate use
 - c. Joint use
 - d. Locate at parks when possible (school sites)
 - e. County ownership
5. Working waterfronts and water access
 - a. Preserve business and recreational activities
 - b. Zoning requirements – access for PUD's
 - c. Marine related activities
 - d. Municipal stakeholders

- e. Public-private partnership
- 6. Alternative sources of revenue
 - a. Decrease burden on property tax
- 7. Roads/Transportation
- 8. Water/sewer extensions
 - a. Capital Improvement Project
 - b. Transmission
 - c. SAD
 - d. Community/Developer install

Howie Franklin, Brunswick County Airport Director, John Ramsey, Chairman of the Airport Commission and Jay Talbert of Talbert and Bright Engineering and Planning Consultants presented a power point presentation of a Request for Expedited Airport Capital Improvement Funding.

9:06 a.m. Commissioner Rabon left the meeting.

John Ramsey, Airport Commission Chairman asked for support and stated that the proposed Port could possibly move their corporate headquarters elsewhere if an airport is not available locally for clients and personnel.

There was discussion following the presentation and it was consensus of the Board to appropriate the funds requested upon commitment of repayment.

A representative from Dewberry and Davis, Inc. presented the Brunswick County Construction and Demolition Debris Feasibility Study.

9:55 a.m. Commissioner Rabon came back to the meeting.

It was consensus of the Board to schedule a workshop in the near future regarding Solid Waste Alternatives.

Martha Warner, Cynthia Tart and George Page reviewed and discussed the Coastal Events Center Goals and Objectives.

There was discussion regarding creating an Advisory Board with members from each district and at-large members from neighboring counties along with established committee members and volunteers included in another subcommittee of liaison.

Scott Milligan, Board of Education Chairman and Katie McGee, Superintendent of Schools reviewed and discussed Goals and Objectives.

12:30 p.m. – 1:13 p.m. LUNCH

Vice-Chairman Sue reminded the Board and Staff of discussions at yesterday's meeting involving inadequate fire fees, the conflicts between towns and annexed areas and the recommendations received from the Fire Chiefs Association and the Fire Marshall's office regarding changes to a local Bill.

Vice-Chairman Sue moved to direct the County Attorney to fine tune those changes and emphasize accountability factor and provisions for compensation in the event of annexation and to forward the request to our Local Legislators for a bill to modify that bill which would be Option I.

The County Attorney asked that if the proposal were not followed by an individual fire department, would there be a forfeiture of fees so that the County would hold them until such time that the Fire Department does comply? The Attorney also advised that the bill must get majority approval by the General Assembly. The Chair answered affirmatively and the Commissioners signified that they understood, and the vote of approval was unanimous.

Marty Lawing, Ann Hardy and Jeff Phillips reviewed and discussed the General Fund Preliminary 5-Year Capital Improvement Projects.

Starie Grissett, Human Resources Officer reviewed and discussed the County Compensation Plan Modifications.

Eileen Gardner, Risk Manager, Scott Horton and Ed Wooters from the North Carolina Association of County Commissioners discussed the NCACC Workman's Compensation Insurance Plan.

2:57 p.m. Commissioner Rabon left the meeting.

Stephen Greiner discussed the Bond Project Status Report for Brunswick Community College.

Leslie Bell, Planning Director presented the Draft Unified Development Ordinance. There was discussion regarding an alternate position on the Planning Board to be added into the draft UDO.

Marty Lawing, County Manager and Steve Stone, Assistant County Manager discussed a Proposal for Reorganization of Community Development Functions.

Commissioner Moore moved to approve the recommended reorganization and the accompanying pay grade classification shifts. The vote of approval was unanimous.

The County Manager updated the Board on Legislative Matters.

III. ADJOURNMENT

Commissioner Moore moved to adjourn the Retreat at 4:12 p.m. The vote of approval was unanimous.

David R. Sandifer, Chairman

Deborah (Debby) Gore, Clerk to the Board